



# State of New Jersey

## DEPARTMENT OF EDUCATION

### Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

**Reference Number: DOE-015-22**

**Title:** Project Specialist  
**Range/Title Code:** X98/60005  
**Salary:** TBD  
**Position Number:** 656115  
**Issue Date:** March 2, 2022

**Closing Date:** March 16, 2022  
**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.  
**Location:** Trenton, New Jersey  
**Division:** Division of Finance and Business Services, Office of Information Technology

**Description:**

Under direction of the Chief Information Technology Officer, Office of Information Technology, performs the review and analysis of the New Jersey Department of Education's (Department) administrative processes, procedures, budgets and procurements; assists in the preparation of recommendations; streamlines processes using automated tools where necessary; performs related duties as assigned.

**Requirements:**

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Business, Educational/Public Administration, or a related field.

**Experience:** Three (3) years of experience involving the review, analysis, and evaluation of administrative practices, operational methods, management operations, data processing applications, account management, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college.

**Preferred skills:** Excellent verbal and written communication and strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. Experience working with Microsoft Visio, Microsoft O365 Suite and workflow automation tools.

**Open to the Following:**

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

**Authorization to work:** selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

**Note:** The State of New Jersey does not provide sponsorships for work visas.

**Forward a cover letter and resume electronically to:**

[resume3@doe.nj.gov](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.